**Excel Assignment - 7**

**1. Using Insert Function, give examples of any function available in the different dropdowns present in the function library. For example AutoSum, Recently Used, Text, Date & Time, etc.**

### 1. Using Insert Function: Examples of Functions Available in Different Dropdowns (Function Library)

* **AutoSum**: SUM() – Adds the selected range of numbers.
* **Recently Used**: AVERAGE() – Calculates the average of a range of values.
* **Text**: CONCATENATE() or TEXTJOIN() – Combines multiple text strings into one.
* **Date & Time**: TODAY() – Returns the current date.
* **Logical**: IF() – Performs a logical test and returns one value if true, and another if false.
* **Financial**: PMT() – Calculates the payment for a loan based on constant payments and interest rate.
* **Math & Trig**: ROUND() – Rounds a number to a specified number of digits.

**2. What are the different ways you can select columns and rows?**

 **Select a column**: Click the column header (e.g., "A" for column A).

 **Select a row**: Click the row number (e.g., "1" for row 1).

 **Select multiple columns/rows**: Drag across multiple column headers or row numbers.

* **Select a column**: press ctrl + space
* **Select a row** : press shift + space

**3. What is AutoFit and why do we use it?**

 **AutoFit**: Automatically adjusts the width of a column or the height of a row to fit the content.

 **Why Use It**: AutoFit helps to ensure that all text, numbers, or data within a column or row are fully visible without manually adjusting the size.

* To AutoFit a column: Double-click the boundary to the right of the column header.
* To AutoFit a row: Double-click the boundary below the row number.
* Or use shortcut Alt+OCA

**4. How can you insert new rows and columns into the existing table?**

 **Insert a new row**: Right-click on a row number and select **Insert**, or use the shortcut **Ctrl + Shift + "+"**.

 **Insert a new column**: Right-click on a column letter and select **Insert**, or use **Ctrl + Shift + "+"** to add a column

* Click on cell and click on insert.

**5. How do you hide and unhide columns in excel?**

 **Hide a column**: Right-click the column header and select **Hide**.

 **Unhide a column**: Select the columns surrounding the hidden one, right-click, and choose **Unhide**.

**6. Create an appropriate table within the worksheet and use different functions available in the AutoSum command.**

 **Create a Table**:

* Enter sample data in columns, e.g., sales figures for different products.
* Select the data and press **Ctrl + T** to create a table.

 **Use AutoSum Functions**:

* Select a blank cell below the numeric data and click **AutoSum** in the ribbon.
* Example AutoSum functions include:
  + **SUM()**: Adds the sales of all products.
  + **AVERAGE()**: Computes the average sales value.
  + **MAX()**: Finds the highest sales number.
  + **MIN()**: Finds the lowest sales number.